

U.S. Embassy
Khartoum, Sudan

MEMORANDUM OF AGREEMENT

Christopher Fakoury, American Citizen Services Chief of the U.S. Embassy in Khartoum, on behalf of the U.S Embassy in Khartoum, wishes to express the appreciation of the U.S. government and U.S. citizens in Sudan to _____ for volunteering to be a **Citizen Liaison Volunteer** (CLV) in the U.S. Embassy Khartoum's **American Liaison Network** (ALN).

I, _____, hereby acknowledge that I understand and agree to the terms set forth below pertaining to information shared by me and provided to me by the U.S. government in my capacity as a CLV.

In particular, I understand:

- a) Prior to my being accepted as a CLV, the Department of State will conduct an electronic records check on me in Consular records systems on the basis of personal information I have previously provided.
- b) That some of the information that I will receive from the U.S. Department of State ("Department") in my role as a CLV is subject to the Privacy Act of 1974, as amended ("Privacy Act"), when it is maintained by the Department, and that I must be exceptionally mindful of personal privacy considerations in my handling and use of such information. I understand that mishandling or misusing information provided to me may result in immediate discontinuation of my role.
- c) That access to information provided to me must be limited to CLVs, and storage and control of such information must be adequate to prevent access by unauthorized persons.
- d) That no dissemination of, use of, or access to, the information provided to me by the U.S. Embassy in Khartoum shall be permitted except in accordance with the purpose for which it is provided, to wit, performing my duties as a CLV. Further, the information provided to me shall be returned to the U.S. Embassy in Khartoum upon completion of my tenure as a CLV.

- e) That I should ask questions to my contact(s) at the Embassy whenever I am unsure of my responsibilities with respect to upholding personal privacy or any other aspect of my CLV duties.

I, _____, further hereby state that I understand and agree that I am being provided an opportunity to perform the services described in the accompanying Description of Citizen Liaison Volunteer Duties on a gratuitous basis for the U.S Embassy in Khartoum.

I agree not to identify myself as a representative of the U.S. Government.

I understand that I will not receive any compensation in return for the services that I perform. I further agree that I waive any and all claims against the U.S. Department of State and/or the U.S. government for payment of compensation as a consequence of my performance of services under this agreement.

I agree to hold the U.S. government harmless for any liability for damages arising out of my duties as a CLV.

Signature: _____

Name: _____

Citizen Liaison Volunteer

Date: __/__/____

Signature: _____

Name: _____

Consular Officer

Date: __/__/____

Citizen Liaison Volunteer (CLV):

FULL NAME: _____

RESIDENCE LOCATION: _____

NAME OF COMPANY: _____

COMPANY ADDRESS: _____

NO. OF AMERICAN CITIZENS

EMPLOYED BY YOUR COMPANY: _____

Telephone numbers:

- OFFICE: _____
- RESIDENCE: _____
- MOBILE: _____

E-MAIL ADDRESS:

- BUSINESS: _____
- PERSONAL: _____

ALTERNATE CLV:

FULL NAME: _____

Telephone numbers:

- OFFICE: _____
- RESIDENCE: _____
- MOBILE: _____

E-MAIL ADDRESS:

- BUSINESS: _____
- PERSONAL: _____

Please mark one box according to your preference.

I volunteer as a CLV for my:

- ☐ Company
- ☐ Geographic Region
- ☐ Either